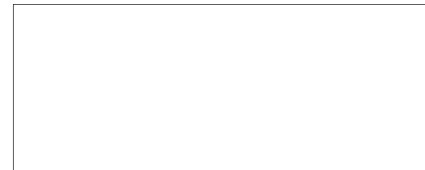


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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 30 NOVEMBER 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.


2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Data Administration Service (DAS). Logistics Advisory Notice 83-2 has been printed by P&PD and is ready for dissemination. It provides a brief overview of the DAS and its need to establish ADP specialists within OL.

b. Training.

(1) DC/IMSS and C/DAS/IMSS provided a briefing to the Logistics Orientation Course on IMSS functions, LIMS, the proliferation of automated data processing and the role of the new Data Administration Service function. The Log Orientation Course was attended by IMSS members,



(2)  attended the Directorate of Science and Technology Orientation Course which was held on 29 and 30 November 1983 in the Headquarters Auditorium.

c. Headquarters Claims Review Board. Status of Personal Property Claims for the period 17 through 30 November 1983:

Claims received	13
Claims completed	11
Claims in the processing cycle	3
Claims to be completed	14
Man-days backlog	24

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